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Approved For Release 2009/07/16 : CIA-RDP74-00390R000200140006-5

21 August 1963

MEMORANDUM FOR: Chief, Records Administration Staff

SUBJECT : Annual Report of Records Holdings  
and Equipment Inventory

REFERENCE : Your memorandum of 17 June 1963

1. A report of records holdings  
in O/DD/I headquarters follows:

- a. Cubic feet of records on  
hand 1 July 1962 102 ✓
- b. Cubic feet of records on hand  
30 June 1963 75 ✓
- c. Cubic feet of records  
transferred to Record Center  
during FY 1963 18
- d. Cubic feet destroyed during  
FY 1963. (Do not include  
those destroyed by the  
Records Center.) 10

2. The following is included on the equip-  
ment inventory:

Safes

4-drawer	2
2-drawer	2

25 YEAR RE-REVIEW

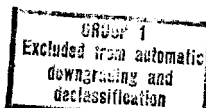
Cabinets

4-drawer	1
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25X1

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